



NATIONAL CHECK PILOT STANDARDIZATION COURSE

**APRIL 1996
CIVIL AIR PATROL**



NATIONAL CHECK PILOT STANDARDIZATION COURSE

PROJECT OFFICER HAND BOOK

**APRIL 1996
CIVIL AIR PATROL**

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**National Check Pilot Standardization Course
Classroom Schedule**

DAY 1

**0800 - 0830 Introduction and Flight Instructor
Assignments**

0830 - 0930 Judgment

Break (15 minutes)

0945 - 1045 Evaluation

Break (15 minutes)

1100 - 1200 Cockpit Resource Management

Lunch Break

**1300 - 1730 Flight Evaluations or Wing supplements as
needed.**

DAY 2

As required.

Inventory Checklist

Video tape

Lesson Plans

**Introduction
Judgment
Evaluation
Cockpit Resource Management**

Project Officer Handbook

Course Book

Recommended Critical Project Dates

- 65 days out - Set course date and location.**
- 60 days out - Send notification letter to all units. See
Page 5.**
 - Determine class size.**
 - Select and brief ground and flight instructors.**
 - Set ground course rehearsal date.**
 - Start preparing for lecture presentation.**
- 40 days out - Check on facilities.**
 - Run ground course rehearsal.**
 - Check equipment.**
- 5 days out - Re-check facilities and equipment.**
- 1 day out - Set up classroom.**

Instructor Training Program Critical Dates

- 60 days out - The course instructors should be selected and given their appropriate lesson plans. A practice session time and place should be set.**
- 30 days out - The course IP's should be selected and briefed on their duties. A flight demonstration may be appropriate.**

End of Course Certificate

Upon course completion send a list of graduates with their name and address. HQ CAP/DOV will send each a course completion certificate.

Classroom

The classroom size should be limited to ensure quality instruction. The classroom presentation should take from 4 to 6 hours depending on the amount of discussion.

Flight

The flight workshop will consist of two (2) check pilots / check pilot candidates and one (1) course IP per aircraft.

The course IP will observe the check pilot conduct a CAPF 5 flight check for the pilot and will evaluate the check pilot's debriefing to verify it was clear, concise, complete and appropriate to the knowledge and skills demonstrated by the pilot.

The two (2) check pilots will swap roles and conduct a second flight. After completing the second flight, each trainee will completely debrief the other pilot on his/her performance. The IP will debrief both check pilots / check pilot candidates. Each check pilot / check pilot candidate will complete (with the IP's guidance) a CAPF 5 for the IP's signature. All paper work will then be returned to the course Project Officer.

If the pilot meets all the course completion standards, the pilot has satisfactory completed the flight portion to the NCPSC.

The CAPF 5 generated as a part of this course can satisfy the annual CAPF 5 requirement.

Suggested Flight Profile (ASEL)

The following flight profile is only a suggested format, as Project Officer you may change the profile as necessary to meet the airport and ATC limitations at your selected airport. Each IP must be assured each check pilot / candidate has covered all required items on the CAPF 5.

1. Review and discuss item I, II, IV A., X and XVI of the CAPF 5.
2. Flight Sequence:
 - Engine Start and Taxi
 - Short Field Take-off
 - Flight at Minimum Controllable Airspeed
 - Steep Turns (50 - 55 degree bank)
 - Stalls - Power On & Power Off (Full and Imminent)
 - Determine Position from Sectional Chart
 - Determine Position from Electronic Aids
 - Unusual attitudes
 - Intercept & track assigned radial to/from VOR*
 - Non-precision approach to missed approach*
 - ILS approach with missed approach*
 - Soft Field Landing and Take-off
 - Cross Wind Landing and Take-off
 - Normal Landing to a Go-around (Balked Landing)
 - Short Field Landing to a full stop
 - Return to Ramp, Post Flight, Debrief
3. Complete all Forms and Answer any Questions.

* All instrument work will be hooded with a minimum of one approach Partial Panel.



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**

MEMORANDUM FOR ALL UNITS

FROM:

SUBJECT: CHECK PILOT STANDARDIZATION COURSE

1. On _____, _____ will conduct a National Check Pilot
Date Unit
Course.

Registration will be from 0700 to 0800 on _____.
Date

2. Attendance at this course is by reservation only. All check pilots desiring to
attend this course must call _____ for a reservation.

Project Officer

Reservations must be made prior to _____.

Date

3. Contact _____ at _____ for details
Project Officer Telephone

concerning aircraft delivery and fueling.

4. Each check pilot trainee will complete the CAPF 5 written examination and
aircraft questionnaire appropriate to the airplane to be used for the flight check.
These forms will be turned in to the Project Officer at the beginning of the course.

SAMPLE NOTIFICATION LETTER

SAMPLE RADIO NOTIFICATION

TO: All Units

Date/Time Group

SUBJECT: National Check Pilot Standardization Course

1. _____ will conduct a National Check Pilot
Insert Unit Name
Standardization Course at _____ on _____.
Insert Location Insert Date
Call _____, at _____ for a
Insert Project Officers Name Insert Telephone No
class reservation prior to _____.
Insert Deadline Date
2. Written notice to follow by normal mail procedures.

Originator's name block

Course Equipment Requirements

1. One VCR

One or Two Television sets, elevated above the class for easy viewing from the rear of the classroom.

Coax cables and splltter, if two TV's used.

2. Aircraft Required

The class must be in multiples of four check pilots for the maximum efficiency. Students must be paired with an IP.

3. Meals

Although a 60 minute period is allowed for lunch, when everyone leaves for an off site eating place, the class members return late from lunch. If possible, recommend a local unit cater an on site working lunch.



NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLANS

**APRIL 1996
CIVIL AIR PATROL**

NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLAN

INTRODUCTION

1. (Welcoming address by the host Commander or Commanders Representative.)

2. I am _____, the project officer for this program. If you have questions about attendance, lodging, transportation, etc., I'll be glad to help you.

We have a team of instructors you will be working with during the next day or so. They are:

3. Now that you know who we are, please introduce yourself. (all attendees introduce themselves) (Introduce any visitors or observers in the room)

4. Lets start a sign in sheet so you get credit for the course. Please print your name as you would like it on you completion certificate and your address so National Headquarters can send you the certificate. Upon course completion we will be give you a letter of completion for your flight records.

5. Everyone should have a class schedule. Let's review what we will cover during this course. (Review the Schedule)

6. An overview of the entire course follows:

Introduction and Overview (30 minutes)

This is where we are now.

CAP Regulation 60-1 (2 hours)

In order to evaluate we have to have a working knowledge of CAPR 60-1. We will conduct an in depth discussion of CAPR 60-1 exploring historical events that have shaped the regulation and individual sections of the regulation of particular importance to CAP check pilots.

CAP Form 5, CAP Pilot Evaluation (2 hour)

The CAPF 5 is the most basic and important source document in the CAP flying program. The mere existence of our flying program depends on well conducted and documented flight

evaluations. A workshop-type training period will focus on flight evaluation completion.

Cockpit Resource Management (1 hour)

The objective of this section of the course is to enhance your effectiveness in effective cockpit operations, with the goal of taking this information to all CAP pilots.

Special Emphasis Items (As needed)

(This block is reserved for the sponsoring unit to discuss special items such as: Wing procedures, geographical concerns, equipment differences, safety, etc.)

(This block may also be used to add course material as needed to gain local FAA Flight Standard District Office (FSDO) approval for CFI recertification.)

Closing Ceremony

Course letters of completion will be presented.

Ground Rules

There is no smoking in the building. (identify smoking area)

You must complete the entire course.

(discuss parking areas if appropriate)

(Other items as needed)

NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLAN

JUDGMENT VIDEO

(Introduce the video.)

The objective of this block of instruction is to give you a background in judgment evaluation and techniques. We should concentrate on what we expect from our examinees during a CAPF 5 checkride.

What will the pilot do in a given situation?

We will stop the tape from time to time and solicit your comments and experiences. So prepare to share.

If you would like me to stop the tape for discussion of an important point please raise your hand.

(The tape can normally best be stopped by a remote, this also gives the presenter a certain amount of freedom.)

(Start the tape)

NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLAN

EVALUATION VIDEO

(Introduce the video)

The CAP Check Pilot is responsible for insuring quality CAP pilots that are safe, qualified and meet the standards of the FAA Private Pilot Practical Test Standards.

The check pilot is the eyes and ears of the commander and has a responsibility to demand the highest standards are met.

(Start the tape)

NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLAN

CAP FORM 5 COMPLETION

(Ensure each student has a copy of the CAPF 5)

NCPSC INSTRUCTOR SCRIPT

The examinee should provide the check pilot with a copy of the CAPF 5 with his personal information filled out. A copy of the CAPF 5 from CAPR 60-1 is fine. However, you might be well advised to carry a few blank CAPF 5's in your flight bag.

In the TYPE CHECK block each block that applies should be checked. The type of check needs to be determined prior to the check ride. Not after the fact.

Let's discuss the INSTRUCTION BLOCK.

a. The ground phase of the check ride can be completed in advance, however not visa versa.

b. All items must be marked even if N/A (not applicable). Make a conscious effort to evaluate less complex maneuvers that are a part of complex maneuvers. (example: rectangular course during a traffic pattern.)

c. Only the Wing Commander or higher has the authority to make a night orientation flight mandatory. However, the examinee should be familiar with the subjects in AC 61-21, Chapter 14 and your oral should contain questions covering selected subjects in chapter 14.

d. It is up to you as a check pilot to determine expected performance. Obviously on turbulent day it may be difficult to maintain a certain standard. How much deviation is too much, is up to your judgment. A guide might be if you could perform the maneuver in similar conditions and if that criteria is still beyond your judgment, then take the controls and try the maneuver. If you have trouble meeting the standard, perhaps you should cut the examinee some slack.

e. If the examinee holds an instrument rating he/she must demonstrate instrument proficiency using Section XIV. If he/she can not show proficiency or does not wish to maintain proficiency make note of this in the remarks section in addition to not marking the "demonstrated instrument proficiency block". It might also be worthy of a Wing position on the reporting of such a deficiency.

I. The CAP ORAL DISCUSSION block requires:

A. The CAPF 5 written exam must be passed prior to the check ride. The written exam will be written by HQ CAP/DOV and provided to each wing. The exam will be updated on a yearly basis. You should be given a copy of the answer key and be prepared to grade the examination if the examinee has not had the exam graded previously.

B. Review policies, CAPR 60-1 and wing/region supplements to CAPR 60-1. However, the first question might be: Do you own a copy of CAPR 60-1 and what is the date and change status of your copy of the regulation? If the answer is that the examinee does not have CAPR 60-1 a through oral examination to determine the

examinee's knowledge of CAPR 60-1 is required. Remember, a working knowledge of CAPR 60-1 is a must for a healthy CAP flying program. Our entire flying program could literally hinge on whether CAPR 60-1 was violated during an aircraft incident. A poor knowledge of CAPR 60-1 is an adequate reason to stop and reschedule the evaluation, allowing the examinee time to reacquaint himself with the regulation.

C. The importance of liability release forms is obvious in current times. While the form does not take the right to sue away, it provides useful information to the courts in the event of litigation. Any passenger that is not authorized IAW CAPR 60-1 needs HQ CAP/DO approval as well as a signed CAPF 9.

D. A quality flight release is legally the most important part of your flight. The correct flight release indicating the appropriate mission symbol is crucial in determining workman's compensation and aircraft liabilities issues after an incident. By not releasing the aircraft properly a pilot could be placing his family and the CAP flying program in jeopardy. A thorough review of the mission symbols and their meaning might be in order if the examinee shows a lack of knowledge.

E. Local procedures as needed.

II. PREFLIGHT PREPARATION is fairly straight forward, however HQ CAP/DOV suggests that the examinee prepare a weight and balance and compute takeoff and landings distances for the checkride conditions.

III. During GROUND OPERATIONS emphasize the use of checklists for all operations.

IV., V., VI. Evaluate AIRPORT AND TRAFFIC PATTERNS, TAKEOFFS AND CLIMBS AND CROSS-COUNTRY FLYING as listed.

VII. INSTRUMENT REFERENCE MANEUVERING should be performed with a hood.

VIII. FLIGHT AT CRITICALLY SLOW AIRSPEEDS includes full stalls. Our past accident history leads us to believe that special emphasis should be placed on rudder control during full stalls. Therefore, we should always include full stalls in our checkrides, watching the examinee closely for indications that could lead to stall / spin scenarios.

IX. GROUND REFERENCE MANEUVERS should be evaluated as a part of other more complex maneuvers.

X. As mentioned earlier NIGHT FLIGHT OPERATIONS need not be part of the flight, however a through oral examination is a must. A comprehensive review of AC 61-21A , Chapter 14, should be conducted. If you feel the examinee might not be capable of night flight, discontinue the checkride and contact the Wing Standardization Officer for guidance.

XI. The evaluation of EMERGENCY PROCEDURES should always include a simulated emergency approach and landing. However, ensure your examinee is prebriefed as to the prosecution of the maneuver. **Positive control transfer** must be emphasized during the oral portion of the checkride. Plan your simulated emergency approach maneuver allowing altitude for a safe and FAA legal recovery. If the checkride aircraft has POH Bold Face, the examinee should be thoroughly evaluated on his knowledge of the bold face.

XIII. Evaluate APPROACHES AND LANDINGS as listed.

XIV. Evaluate INSTRUMENT PROFICIENCY and MULTI-ENGINE PROCEDURES as listed.

XVI. While evaluating SAFETY AWARENESS insure the examinee has a through knowledge of the checkride aircraft fuel system and fuel management procedures.

Verify the examinee's certificates and documents.

Ensure the examinee reads, understands, dates and signs the examinee's certification.

Check the proper block indicating demonstrated proficiency. Remind the examinee that proficiency required to be a cadet orientation pilot does not constitute clearance to be a cadet orientation pilot without the National, Region or his Wing Commander's written authorization.

Complete the remaining portion of the CAPF 5 and if possible keep a copy for your files.

Solicit questions from the class.

NATIONAL CHECK PILOT STANDARDIZATION COURSE

LESSON PLAN

COCKPIT RESOURCE
MANAGEMENT

(Introduce the video)

The objective of this section of the course is to enhance your effectiveness in effective cockpit operations, with the goal of taking this information to all CAP pilots.

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(Start the tape)



NATIONAL CHECK PILOT STANDARDIZATION COURSE

COURSE BOOK

**APRIL 1996
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**National Check Pilot Standardization Course
Classroom Schedule**

DAY 1

**0800 - 0830 Introduction and Flight Instructor
Assignments**

0830 - 0930 Judgment

Break (15 minutes)

0945 - 1045 Evaluation

Break (15 minutes)

1100 - 1200 Cockpit Resource Management

Lunch Break

**1300 - 1730 Flight Evaluations or Wing supplements as
needed.**

DAY 2

As required.

Project Officer _____

1. INTRODUCTION NOTES:

a. Instructor Team: _____

b. Student Introduction:

Your Name, Unit, A little about yourself, etc.

c. Course Overview:

- (1) Introduction and Overview (30 minutes)**
- (2) Judgment (1 hour)**
- (3) Evaluation (1 hour)**
- (4) Cockpit Resource Management (1)**
- (5) Special Emphasis Items (As Needed)**
- (6) Closing Ceremony**

d. Ground Rules

- (1) Smoking**
- (2) Course completion**
- (3) Parking**
- (4) Other**

2. JUDGMENT VIDEO NOTES:

a. Judgment based on:

(1) Discernment

(2) Comparisons

(3) Knowledge

(4) Action

b. Pilot Judgment process?

(1) Automatic reaction

POH boldface

(2) Problem solving

(3) Repeated viewing

c. Judgment chain?

d. Hazardous attitudes?

(1) Anti-authority

Antidote:

(2) Impulsive

Antidote:

(3) Invulnerability

Antidote:

(4) Macho

Antidote:

(5) Resignation

Antidote:

e. Stress: (Preparation is the key. Use distractions to evaluate stress)

f. Fatigue:

g. illness:

h. Proficiency:

i. Personal Problems:

j. Flight stress levels:

(1) Weather

(2) Emergency

(3) Stress performance line

k. 5 risk elements:

(1) Operations

(2) Aircraft

(3) Pilot

(4) Environment

(5) Situation

3. EVALUATION VIDEO NOTES:

- a. Is the examinee prepared?**
- b. “Good-O-Boy” club?**
- c. Don’t Overwhelm the examinee.**
- d. Don’t intimidate the examinee.**
- e. Don’t teach.**
- f. Final responsibility yours.**

4. CAP FORM 5 COMPLETION CLASS NOTES:

The examinee should provide the check pilot with a copy of the CAPF 5 with his personal information filled out.

TYPE CHECK block:

Each block that applies should be checked.

INSTRUCTION BLOCK.

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C. The importance of liability release forms is obvious in current times.

D. A quality flight release is legally the most important part of your flight.

E. Local procedures as needed.

II. PREFLIGHT PREPARATION

III. GROUND OPERATIONS

IV., V., VI. AIRPORT AND TRAFFIC PATTERNS, TAKEOFFS AND CLIMBS AND CROSS-COUNTRY FLYING

VII. INSTRUMENT REFERENCE MANEUVERING

VIII. FLIGHT AT CRITICALLY SLOW AIRSPEEDS, include full & imminent stalls.

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XI. EMERGENCY PROCEDURES should always include a simulated emergency approach and landing. **Positive control transfer** must be emphasized. Plan your simulated emergency approach maneuver allowing altitude for a safe and FAA legal recovery. If the checkride aircraft has POH Bold Face, the examinee should be thoroughly evaluated on his knowledge of the bold face.

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XV. Evaluate INSTRUMENT PROFICIENCY and MULTI-ENGINE PROCEDURES as listed.

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4. COCKPIT RESOURCE MANAGEMENT VIDEO NOTES:

a. Overview

b. Realistic distractions

c. Stress accommodation

(1) Rituals

(2) Situational awareness

(3) Planning - Proficiency training - In-depth knowledge

(4) Available Resources

d. Safety window

e. Summary